



## THINGS YOU NEED TO KNOW ABOUT SALARY NEGOTIATION

From GEMM, the Gender Equity in Museums  
Movement

Use the **5 Things You Need to Know** for information on building and sustaining your career, dealing with gender bias in your workplace, and making change. Share this resource with colleagues and friends.

If you're about to accept a job offer – or you want to ask for a raise – make sure you're in command of these five things.

- 1. Know your value to the organization.** Before entering into a salary negotiation, take stock of yourself and your work. Consider the skills and attributes you bring to work every day. Make a list of successful projects you initiated or saw through to completion. Does your work result in great efficiencies or economies for your organization? Does it raise awareness and help the organization meet its mission. Provide specifics.
- 2. Do your homework.** Take the time to research comparable salaries in comparable institutions in comparable locations. This bolsters your case for more money or benefits. Also be sure to have your BATNA in mind, or Best Alternative to a Negotiated Agreement. This is your “best walk away” or the best alternative you are willing to take during a negotiation. Read more about this strategy here [<http://www.pon.harvard.edu/daily/batna/translate-your-batna-to-the-current-deal/>]
- 3. Don't forget benefits.** It's not just pay. Your compensation is made up of a salary or hourly wages and benefits. And those benefits run the gamut from costly health insurance to items that may not cost your employer a lot of money, but would make your life happier. Negotiating a more flexible schedule, extra vacation time, help with continuing education or professional development opportunities, ability to work in cross-functional teams or take on stretch assignments all should be on the negotiating table if that's what you really want or need.
- 4. Don't give your employer a pass because it's a nonprofit.** Nonprofits are businesses and even though the money is always tight, that doesn't mean you shouldn't ask for what you're worth. It's a good lesson for your non-profit employer to learn that staff need to pay bills, raise families, and work off that student loan debt. Having employees and treating them fairly and well is a cost of doing business.
- 5. Follow up, especially if you're turned down or put off until a later date.** It's likely you won't get everything you ask for, but you may come away with more than you could have imagined. The point here is not to be discouraged. If turned down, tell your employer you'll follow up in a month or six months and reconnect about it when you say you will.